

SHERIFF SUPPORT SUPERVISOR
KITSAP COUNTY, Port Orchard WA
Office of County Sheriff
\$19.99 - \$26.80/Hourly
Closing Date: July 1, 2013

Under the direction of the assigned supervisor, the incumbent in this position performs complex and difficult administrative support for the Sheriff's Office. This position has major independent administrative responsibilities as well as being an active participant in the work of the assigned division. The incumbent accomplishes varied administrative projects and researches and makes decisions and actions within the scope of delegated authority in administrative matters. The incumbent is expected to deal with a high degree of stress, multiple simultaneous requests for assistance, and maintain accurate and efficient control of the work for which they are responsible. This position is included in the Classified Service of the Kitsap County Civil Service program in accordance with the provisions of RCW Chapter 41.14.

Required Education and Experience

- Four years progressively responsible administrative support work experience involving heavy public contact performing clerical and receptionist duties to include one year experience as a supervisory or lead; and
- Experience using Microsoft Word, Excel, and Access in an office setting; or
- Any equivalent combination of related education, training and experience which provides the applicant with the desired knowledge, skills and abilities required to perform the work.
- Note: Completion of college level or specialized vocational-technical coursework in bookkeeping, accounting or a related field from a college, university or school accredited by an agency recognized by the US Department of Education or equivalent may be substituted for up to one year of the administrative support experience. Two years of Certified Field Training Officer experience with the Washington State Training Commission may substitute for one year of lead experience.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment the successful candidate must:

- Submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualifications.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.
- Pass multi-phased testing process including a credit and criminal background check through law enforcement agencies and a lie detection examination.
- Be a citizen of the United States who can read and write the English language, in accordance with RCW 41.14.100.

- Submit a copy of their State employment driving record abstract to verify their eligibility to drive for Kitsap County.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business.

For additional information and/or TO APPLY visit our website at www.kitsapgov.com/jobline to complete an online application.